



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
CENTER FOR HEALTH CARE CONTRACTING
2107 17th STREET, SUITE 68
FORT SAM HOUSTON, TEXAS 78234-5068

REPLY TO
ATTENTION OF

MCAA-C

15 APR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Advance Acquisition Planning for Fiscal Year 2004
End Closeout

1. Enclosed are the Fiscal Year (FY) 2004 cutoff dates from the Center for Health Care Contracting (CHCC). Please review your contract requirements and determine your FY 2004 needs. Provide CHCC with as much advanced lead time as possible to process your requirements. Successful advance acquisition planning is critical to ensuring your contracting actions are executed, and making every effort to meet CHCC's cutoff dates is essential. An occasional unexpected requirement may become necessary, but good planning and coordination should keep these to a minimum.

2. Should you need guidance or assistance, do not hesitate to contact the CHCC staff members who are available to assist you

3. The POCs for further information are as follows

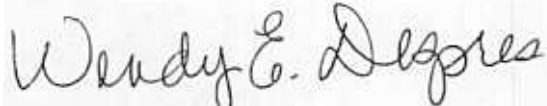
MSS Division Chief, Commercial (210) 221-3805, DSN 471-3805

DHCP Division Chief, Commercial (210) 221-3408, DSN 471-3408

iMAP Division Chief, Commercial (210) 295-4410, DSN 421-4410

NOTE: MSS - Medical Supplies and Services
DHCP - Direct Health Care Providers
iMAP - Innovative Medical Acquisition Program

Encl


WENDY E. DESPRES
Chief, Center for Health Care
Contracting

DISTRIBUTION:

Office of The Surgeon General
Chiefs,

Europe Regional Contracting Office
Great Plains Regional Contracting Office
North Atlantic Regional Contracting Office
Pacific Regional Contracting Office
Southeast Regional Contracting Office
Western Regional Contracting Office

FY 2004 CUTOFF DATES

<u>PROCUREMENT TYPE</u>	<u>2004 CUTOFF DATE</u>
New Requirements > \$5 Mil	10 May 2004
Task Orders Under Existing Contracts	2 August 2004
New Requirements \$100K - \$5 Mil	2 August 2004
Modifications (Including Deobligations)	2 August 2004
Federal Supply Schedule (VA & GSA)	31 August 2004
New Requirements < \$100K	13 September 2004

Encl